CITY OF NEW ORLEANS
Historic District Landmarks Commission

Guidelines for New Construction, Additions and Demolition

New Construction and Additions within a Historic Context

New construction is a sign of the economic health and vitality of the City and it can take many forms including:

- New primary buildings along a street
- Additions to existing buildings
- New secondary structures, such as garages, sheds or other outbuildings

Prior to undertaking a new construction or addition project, the HDLC encourages property owners to develop an appreciation of the unique architectural character of New Orleans and its neighborhoods and allow that understanding to inform their design. The HDLC does not require that historic properties be "copied" in new construction, but encourages that new construction be examples of high-quality design and sympathetic to its distinctive surroundings.

Section Index

The HDLC reviews the construction of all new buildings and additions, as well as relocations and demolitions that are visible from the public right-of-way. This section includes:

All applicants must obtain a Certificate of Appropriateness (CofA) as well as all necessary permits prior to proceeding with any work. Please review this information during the early stages of planning your project. Familiarity with this material can assist in moving a project quickly through the approval process, saving applicants both time and money. Staff review of all details is required to ensure proposed work is appropriate to the specific property.

Additional *Guidelines* addressing other historic building topics are available at the HDLC office and on its web site at www.nola.gov. For more information, to clarify whether a proposed project requires Historic District Landmarks Commission (HDLC) review, to obtain property ratings or permit applications, please call the HDLC at (504) 658-7040.

Using These *Guidelines*

The first step in using these *Guidelines* is to understand the rating. The rating corresponds to the historical and/or architectural significance of properties and determines what will be permitted within local Historic Districts or at local Landmarks under the jurisdiction of the HDLC.

S *Significant Properties – Retain the highest degree of architectural and historical merit.*

C *Contributing Properties – Contribute to the overall District and city character.*

N *Non-Contributing Properties – Do not contribute to the overall District character.*

New Construction and Addition Review

The review process for new construction and additions can generally be divided into three phases:

- **Phase 1: Pre-Application** – Submission of completed application with preliminary drawings for Staff review
- **Phase 2: Conceptual Review** – Review and approval of completed application by the ARC and the Commission
- **Phase 3: Final Review** – Staff review and approval of final, detailed construction drawings and issuance of a Certificate of Appropriateness (CofA), when application is determined to meet HDLC requirements

It generally requires a minimum of 6 to 8 weeks from the time of submission of a complete application to the issuance of a CofA. For a detailed description of the review process please refer to the *Guidelines Introduction, Page 01-6*. For meeting schedules refer to HDLC website at www.nola.gov.

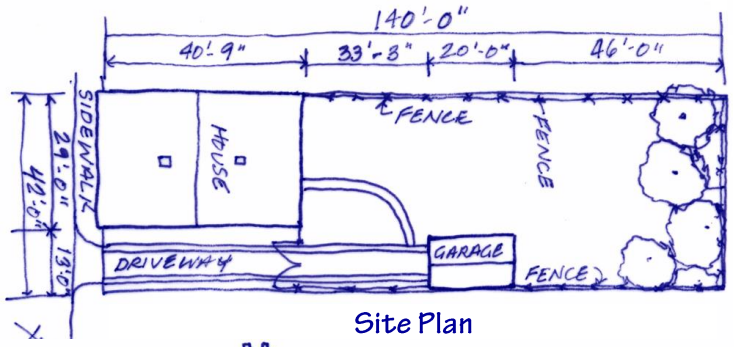
Phase 1: Pre-Application

Pre-Application Consultation and Review: The HDLC encourages anyone considering new construction or an addition to meet with the appropriate HDLC Staff member prior to submitting an application. The HDLC Staff can identify potential issues, offer guidance early in the design process and clarify specific submission requirements, potentially streamlining the review.

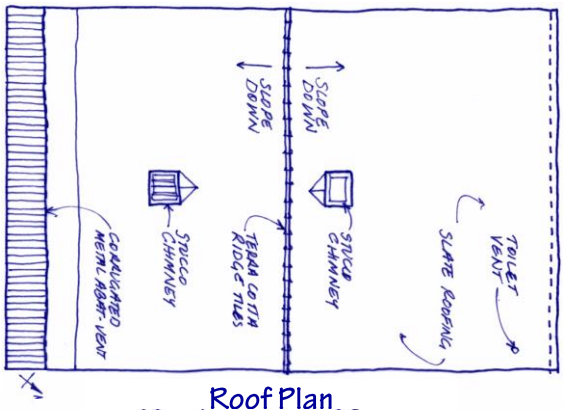
Application Submission: The HDLC must have all required information at the time of submission for an application to be formally accepted and reviewed. In addition to a completed application form, application submissions must include one digital copy and six sets of 11x7 hard copy drawings as described below. Drawings must be in .pdf format and photographs must me in .jpeg format. Staff can accept drawings and photos via email, compact disc flash drive, or uploaded to the online application. The following drawings are generally required:

- **Site Plan**: Drawing that shows the building on a lot – *Provide dimensions from building to all property lines*
- **Elevations:** Drawing that shows a façade of a building – *Provide drawings of all sides along with simplified drawings of adjacent buildings*
- **Floor Plans:** Drawing that shows the interior organization or layout of a building – *Provide all levels*
- **Roof Plan:** Drawing that shows roof slopes, all roof-mounted equipment, projections, dormers and skylights
- **Massing Model:** Simple scaled model of the building envelope and adjacent buildings – *Required for all buildings over 10,000 sq. ft. and in cases when the Staff, ARC or the Commission determine it is required to understand and assess the design*

All materials must be received at the HDLC office a minimum of 7 days prior to the next scheduled ARC meeting to be included on the agenda. Following receipt of all applications, the HDLC Staff will prepare an agenda for the ARC meeting indicating the application's scheduled review time and notify the applicant of when to appear.



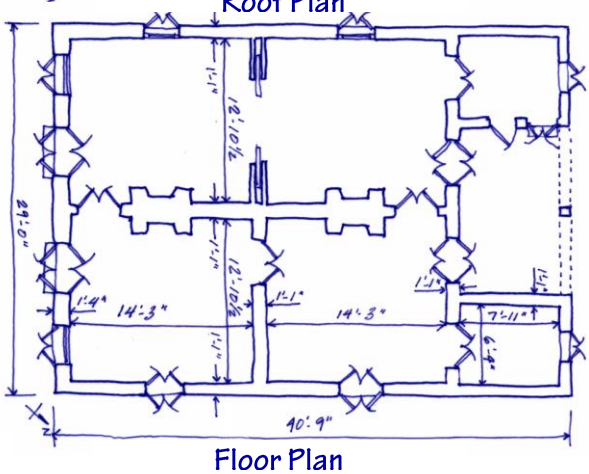
Site Plan



Roof Plan

Elevation

Section



Floor Plan

Phase 2: Conceptual Review

Architectural Review Committee: The Architectural Review Committee (ARC) holds monthly meetings. The public is welcome to attend and comment. The applicant, architect or project representative must attend the meeting for the project to be reviewed. Following an introduction of the project by HDLC Staff, the project representative is welcome to make a brief presentation. The ARC will then make one of two recommendations regarding the proposal:

- **Recommendation for Conceptual Approval**: Project will typically be placed on the upcoming Commission meeting agenda for review and approval – Separate approvals for site planning and basic massing may be sought for complex projects
- **Recommendation for Revision:** Applicant will be requested to return to ARC with revised drawings or additional information – Revised information must be received a minimum of 7 days prior to the next scheduled ARC meeting to be included on the agenda

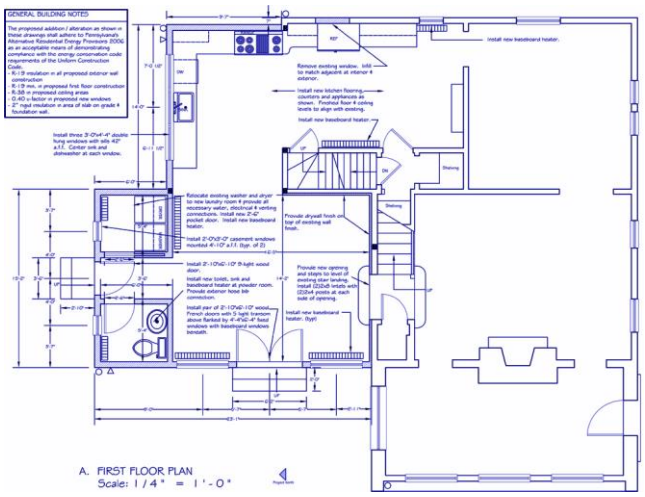
Following the ARC meeting, the HDLC Staff will send the applicant and owner a summary of the ARC recommendations.

Commission Review: The two Commissions, the New Orleans Historic District Landmarks Commission (NOHDLC) and the Central Business Historic District Landmarks Commission (CBDHDLC), each meet monthly to review applications that cannot be approved at the Staff level. Commission meetings are open to the public and adjacent property owners are notified and encouraged to attend. Following each Commission meeting, the HDLC Staff will send applicants and owners a summary of their rulings. If the application receives conceptual approval, it can progress to Phase 3: Final Drawing Review.

Reviews by Other City Agencies

Property Use: The HDLC does not have the authority to control the use of a property. All proposals for work on a property under the geographic jurisdiction of the Commission must conform to the Comprehensive Zoning Ordinance and all other applicable codes. Applications for exceptions to the Comprehensive Zoning Ordinance or other codes may be made concurrently with an HDLC Certificate of Appropriateness (CofA) Application in order to reduce review and processing time.

Concurrent Reviews: The Commission works with other branches of City Government to coordinate approvals involving use, zoning, appearance and other regulated items. The HDLC often provides comments to the Board of Zoning Adjustments, the City Planning Commission and/or the City Council when appropriate. Inter departmental meetings can be arranged on an as needed basis. The CofA issued for the work approved by the HDLC must be presented to the Department of Safety and Permits when applying for a Building Permit.



Final Review Drawings should be drawn to scale, include dimensions, details and notes that describe the proposed scope of work.

Phase 3: Final Drawing Review

HDLC Staff Review: Once a project has received Conceptual Approval from the Commission, the applicant should submit one full set of measured drawings that include all information and details required by the HDLC. The HDLC Staff will review these drawings and note errors, omissions and make recommendations regarding details. The reviewed drawings will be returned to the applicant.

Final Drawing Review: The applicant will make revisions, as noted by HDLC Staff, and submit the full set of digital, corrected, completed, final, measured, detailed drawings to the HDLC Staff. Upon receipt, review and approval of the drawings, the Staff will stamp the drawings and issue a CofA. These drawings will be forwarded to the Department of Safety and Permits for their review. **The drawings stamped by the HDLC and Safety and Permits shall be the final construction drawings and must be kept on site at all times. All proposed changes that occur after HDLC approval must be reviewed and approved prior to construction.**

The HDLC Recommends:

- Review of related *Design Guidelines* to better understand the historic context and appropriate design and materials for each local Historic District
- Consultation with the HDLC Staff early in the planning stages of a new construction, addition, relocation or demolition project
- Consultation with the HDLC Staff for assistance with quality design, execution and materials appropriate within the context of a Historic District
- Retaining an architect to prepare the required measured drawings for ARC and HDLC review

COMPATIBLE DESIGN PRINCIPLES

The development of each of New Orleans' neighborhoods followed its own pattern and rhythm. The culture of the City's early inhabitants is expressed through its architectural and built environment. To continue the evolution of the built environment, the HDLC encourages creative solutions that reflect current design and are sensitive to the character of their historic surroundings.

Each local Historic District and individual Landmark has its own unique characteristics and vocabulary. The specific styles and types of compatible new construction or additions will vary at each site depending on its specific context. Recognizing that what might be appropriate at one property is not appropriate at another, no specific design "solutions" for new construction or additions are mandated. However, in making determinations regarding the appropriateness of new construction or additions, the HDLC is guided by *The Secretary of the Interior's Standards for Rehabilitation* and general design principles when reviewing the compatibility of a proposal within the property's specific context. When reviewing applications the HDLC will consider the following design principles:

DESIGN PRINCIPLES	NEW CONSTRUCTION AND ADDITIONS
Scale: Height and Width	The proportions and size of the new building/addition compared with neighboring buildings/existing building
Building Form and Massing	The three-dimensional relationship and configuration of the new building/addition footprint, its walls and roof compared with neighboring buildings/existing building
Setback	The distance of the new building/addition to the street or property line when compared with other buildings on the block/existing building
Site Coverage	The percentage of the site that is covered by building/addition, when compared to nearby sites of compatible size
Orientation	The location of the front of the new building/addition and principal entrance relative to other buildings on the block
Architectural Elements and Projections	The size, shape, proportions and location of entrances, porches, galleries, balconies, chimneys, dormers, parapets and elements that contribute to an overall building's shape and silhouette relative to neighboring buildings
Alignment, Rhythm and Spacing	The effect the new building/addition will have on the existing patterns on its block
Façade Proportions: Window and Door Patterns	The relationship of the size, shape and location of the new building/addition façade and building elements to each other, as well as when compared to other buildings on the block/existing building
Trim and Detail	The moldings, decorative elements and features of a building that are secondary to major surfaces such as walls and roofs
Materials	The substance of which something is composed or constructed

Compatible new construction, particularly in residential neighborhoods where surrounding architecture is relatively similar, is important in order to preserve the overall character of the District.

New Construction in New Orleans

The HDLC recognizes that when new construction is compatible, it has a positive and revitalizing impact on a neighborhood and the city as a whole. Compatible new construction can preserve the neighborhood by enhancing the historic, architectural and cultural features of a historic property.

In many cases, the most successful new buildings are those that are clearly contemporary in design but compatible with the character of neighboring properties. The information presented in these *Guidelines* is intended to provide the principles of appropriate design when constructing a new building within a historic New Orleans context, regardless of architectural style.

These principles are intended to promote maximum creativity while allowing plans to be assessed fairly, objectively and consistently. Building designers are encouraged to consider New Orleans' unique and wide range of existing historic building types, styles and detailing and not mimic examples from other communities. An understanding of the existing building fabric should be viewed as a starting point in the design process and not a limiting vocabulary or kit of parts.

Building Type and Architectural Style in a Historic Context

The HDLC does not impose a single building type or architectural style for new construction. Instead, it encourages a review of the area surrounding the project site, to influence and direct the proposed design. In the review of new construction, the HDLC encourages quality and excellence of design that relates to its historic context to allow for the creation of the City's future landmarks.

In cases in which a property owner prefers to construct a reproduction of a historic building type or style, the HDLC requires that all dimensions, profiles, details and materials match the historic building type or architectural style being duplicated exactly.

New Construction in the CBD

Historically, the commercial activity in New Orleans was concentrated in the Central Business District (CBD). The evolution of the CBD is evident in its architecture with a variety of building styles including the early Federal style, highly decorative Italianate, streamlined Art Deco, simpler Colonial Revival and stately Classical Revival. Recognizing this evolution of the built environment, new buildings should have high quality design and materials to establish themselves as future landmarks in the City's development.

Two of the common features found in CBD buildings are their construction along the front property line with shared "party walls", and their organization in three parts:

- A ground floor storefront with large display windows or paired doors along the streetscape
- Upper floors with operable windows that appear to be "punched" through the flat, relatively solid, typically masonry wall surfaces, in a regular pattern that does not necessarily align with the storefront openings below
- An ornamental building "top" that can be a cornice, parapet, pediment or other decorative feature that provides a visual termination at the top of the building

Traditional forms and materials were used for this new building in the Central Business District. The overall design and materials meet the new construction design principles.

New Construction in Residential Areas and Along Commercial Corridors

Unlike the CBD, many of the residential sections and traditional commercial corridors such as Magazine Street, St. Claude Avenue, Frenchmen Street, St. Charles Avenue, Esplanade Avenue and North Rampart Street have a more cohesive architectural style with buildings of similar form, mass, scale, setbacks and materials.

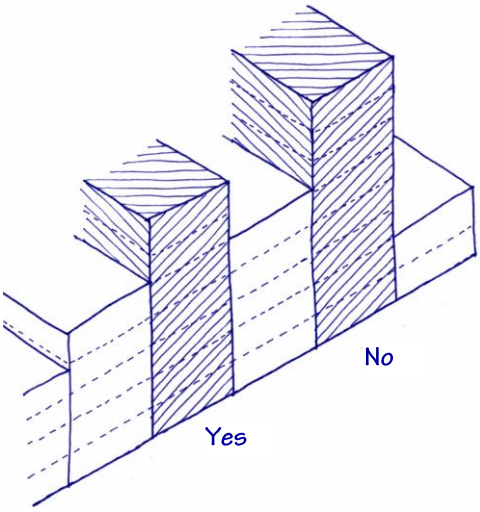
Recognizing this cohesion in New Orleans's residential and traditional commercial neighborhoods, new buildings in these neighborhoods should seek to maintain the historic ambiance with sympathetic and compatible design.

PRINCIPLES FOR NEW CONSTRUCTION

Scale: Height and Width

The proportions of a new building and its relationship to neighboring buildings establish its compatibility within a neighborhood or block. The height-width ratio is a relationship between the height and width of a street façade and should be similar in proportion to neighboring buildings. New construction should neither be visually overwhelming or underwhelming when compared to its neighbors.

Where 3- and 4-story buildings are the norm in the CBD and 1- to 2-stories are the norm in other parts of the City, buildings that digress from these standards by any great degree can negatively impact a neighborhood. If large-scale construction is considered, particular attention will be given to the location, siting, setbacks of the building and its upper stories, façade treatments (materials, window and door openings, etc.) and the effect of the proposed building on the streetscape and neighborhood as a whole.



The left building is 2 stories taller than adjoining buildings. The right building is 3 and 6 stories taller than adjacent buildings and not appropriate.

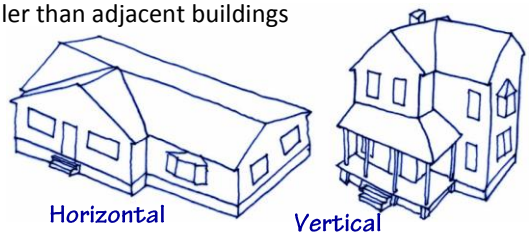
It is Generally Appropriate to…

- Construct a new building that is similar in height and width to buildings on adjacent sites
- Construct a new larger building than adjacent buildings by breaking the building mass, dividing its height or width to conform with adjacent buildings
- Construct taller portions of the buildings away from the street

The height and width of new construction should be visually similar to neighboring properties.

It is Generally Inappropriate to…

- Construct a new building that appears significantly larger, wider, taller, shorter or bulkier than surrounding buildings
- Construct a new building that does not maintain or suggest the widths and/or heights of adjacent buildings
- Construct a new building that is more than 2 stories taller than adjacent buildings



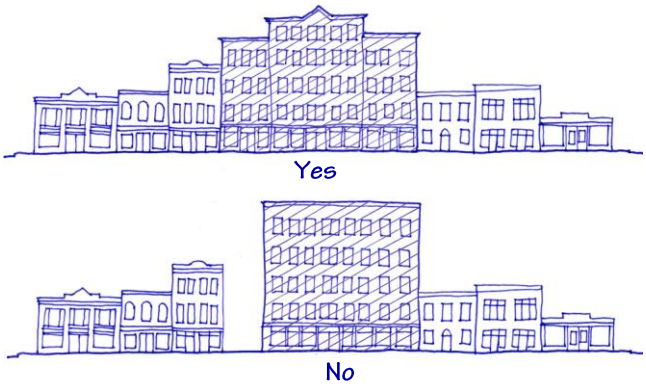
Although both of the proposed houses have intersecting gable roofs, the massing and proportions of the house to the left are significantly more horizontal when compared to the more traditional house at the right.

Building Form and Massing

Building form refers to the shape of major volumes while massing refers to the overall composition of the major volumes, its overall "bulk" and how it sits on the site. Elements that are typically used to define building form and massing include the roof form, as well as wings, ells and other projecting elements, such as bays. New buildings with similar form and massing to adjacent construction will allow the new building to be compatible with the surrounding neighborhood.

It is Generally Appropriate to…

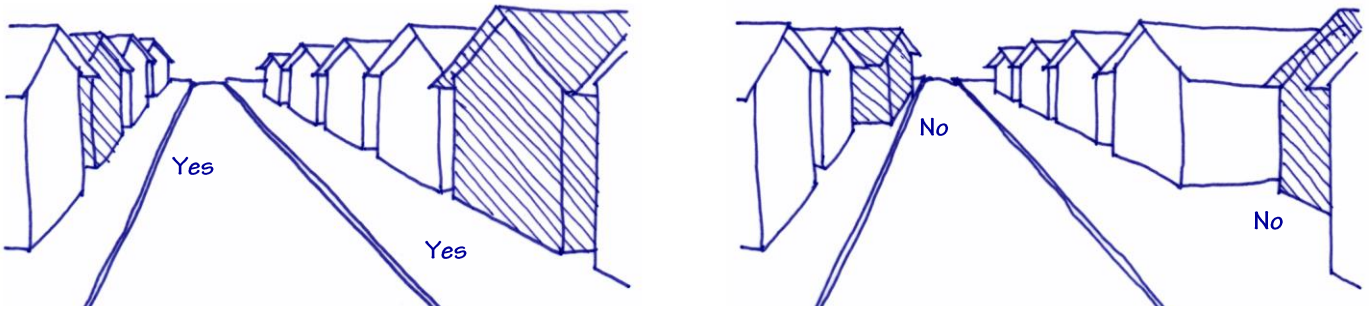
- Construct a new building with similar form and massing to buildings on adjacent sites
- Construct roof forms, wings, ells and bays and other projecting elements that are similar to those found on the block of the proposed building
- Match adjacent cornice heights



The central building in each case is 5-stories tall. In the top example, it abuts adjoining walls and steps up in the center. The new 5-story building in the lower example is a single volume and appears more massive.

It is Generally Inappropriate to…

- Construct a new building whose form and massing are not found in the immediate vicinity of the project site



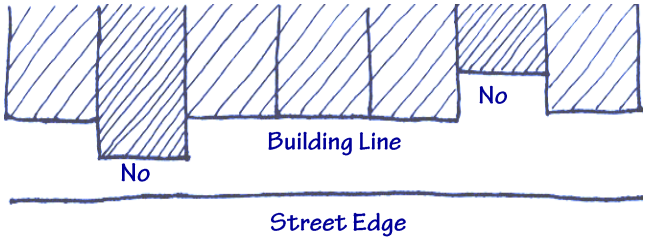
New construction should match prevailing setbacks along a streetscape and should not step forward or behind adjoining buildings.

Setback

New construction should reflect prevailing setbacks (distances between the building and the property line, adjacent buildings, street and/or sidewalk) which are determined by zoning requirements. Physical elements that define historic properties and buildings create visual continuity and cohesiveness along a streetscape. These elements typically include walls, fences, building façades, porches, balconies and galleries. A consistent setback maintains the visual rhythm of the buildings and site elements in the neighborhood and makes new construction more compatible in its setting.

It is Generally Appropriate to…

- Keep the visual mass of the building at or near the same setback as buildings on adjacent sites
- Keep landscape elements, such as walls and fences, and projecting elements, such as porches, galleries and balconies, at similar setbacks as adjacent buildings



New construction should not step forward from or recede back from adjacent buildings on the streetscape.

It is Generally Inappropriate to…

- Construct a new building in a location on a site that greatly varies from buildings on adjacent sites
- Create large front yard setbacks to allow for parking in front of a building

VARIANCES

When appropriate, the HDLC will work with the applicant and the Board of Zoning Adjustments if a variance is required for a new building to have a similar setback to the buildings on adjacent site.

Site Coverage

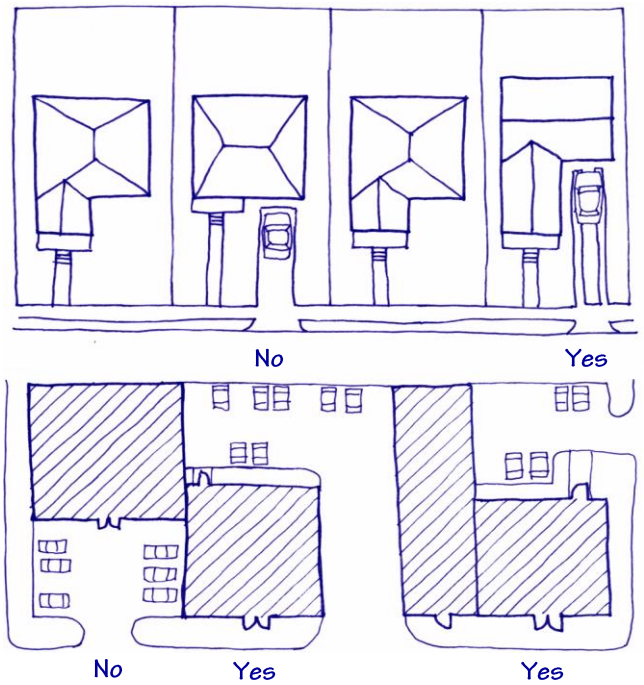
The percentage of a lot that is covered by buildings should be similar to adjacent lots. Although zoning regulates the maximum allowable coverage area and minimum setbacks, the overall building-to-lot area should be consistent along a streetscape. If parcels are combined for a larger development, the site coverage proportions should be minimized by breaking large building masses into smaller elements to be more compatible with adjacent buildings.

It is Generally Appropriate to…

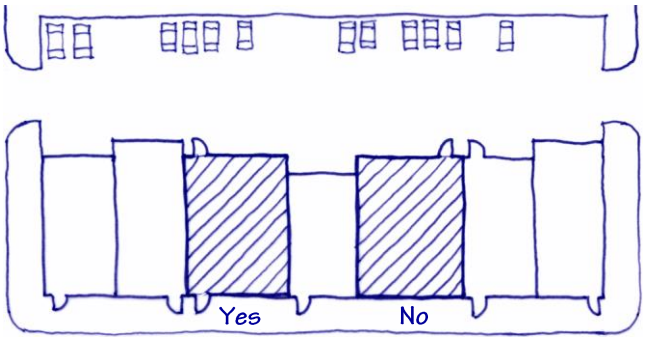
- Maintain the building-to-lot proportions found on adjacent lots
- Adjust the massing to suggest building-to-lot proportions found on adjacent sites
- Screening parking, mechanical equipment and garbage collection from public view with walls or fencing

It is Generally Inappropriate to…

- Construct a building that does not maintain or suggest similar building-to-lot proportions as on adjacent sites



Parking in front of a building suggests a different building-to-lot relationship and is generally not appropriate.



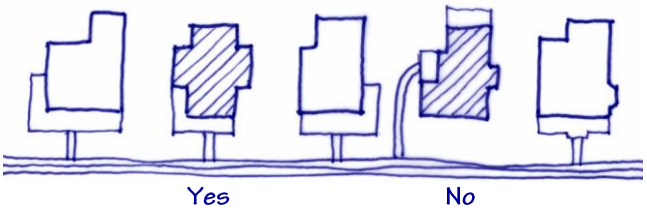
Commercial buildings should retain a street entrance. A secondary entrance facing a parking area can also be added.

Orientation

The principal façade of new construction should be oriented in the same direction as the majority of the buildings on the streetscape, with main entrances located on the principal façade. In the case of new construction on a corner site, the front façade should generally face the same direction as the existing buildings on the street and follow the rhythm of the streetscape. (Refer to the Comprehensive Zoning Ordinance for specific site orientation requirements.)

It is Generally Appropriate to…

- Orient the primary façade and principal door parallel with the street



The primary entrance for residential buildings should face the street.

It is Generally Inappropriate to…

- Orient the primary façade or principal elevation of a building on secondary street elevation

The entrance of the corner building is oriented towards the perpendicular street and is inappropriate.

Architectural Elements and Projections

Throughout New Orleans' neighborhoods, the rhythm of the streetscapes is highlighted by the projection of porches, galleries and balconies to relieve otherwise flat façades. At the roofline, projecting chimneys, dormers and parapets contribute to a building's overall shape and silhouette. The choice, size, location and arrangement of elements of a proposed building should reflect those of surrounding buildings.

In most cases, these projections are parallel to the street and provide shelter for the primary building entrance. In the case of porches and some raised galleries, the entrances are raised a few steps above ground level.

Projections, such as balconies can help new buildings relate to the surrounding neighborhood.

It is Generally Appropriate to…

- Construct a building with an architectural element or projection designed and detailed similarly to those found at neighboring buildings
- Design an architectural element with simplified detailing that is similar to architectural elements at comparable buildings within the local Historic District or setting
- Construct porch and gallery floor and ceiling heights at similar heights as those found on neighboring buildings where permitted by code

It is Generally Inappropriate to…

- Construct a new "historicized" architectural element on a building that historically would not have included one
- Construct a porch, gallery, balcony, parapet or dormer at a building type or style which typically would not have included one or in a configuration or location where they are not appropriate for the building type

The types and sizes of windows and doors at new buildings should generally reflect the surrounding buildings.

Alignment, Rhythm and Spacing

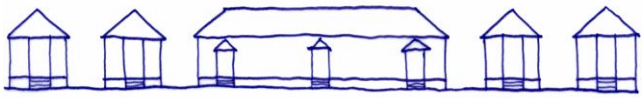
Although the architecture of New Orleans is characterized by great variety of building types and styles, within each block there tends to be consistency in façade proportions and the space between buildings. The consistent spacing establishes a rhythm which should be applied to new construction. This rhythm and spacing not only refers to the building, but also the porch, gallery and balcony projections along the streetscape.

It is Generally Appropriate to…

- Align the façade of a new building with the façades of existing adjacent buildings
- Align roof ridges, porches, galleries or balconies, cornices, eaves and parapets with those found on existing adjacent buildings
- Construct new buildings that have similar widths and side yard setbacks relative to other neighboring buildings on the street
- Construct new larger buildings than those on adjacent sites, if the larger building is visually divided to suggest smaller building masses

It is Generally Inappropriate to…

- Place the primary façade of a building out of alignment with existing buildings on adjacent sites
- Add a building to a site that does not maintain or suggest the spacing of buildings on adjacent sites



When constructing larger-scale buildings, they should be visually divided to suggest the rhythm and spacing of other buildings on the streetscape. The projecting porches on the lower example suggest multiple residences of similar spacing as adjacent buildings.

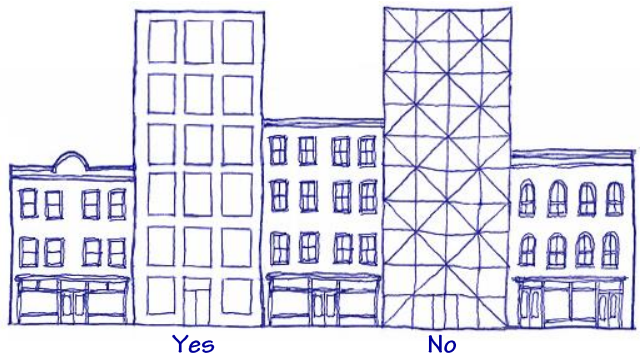
Façade Proportions; Window and Door Patterns

The rhythm and pattern of principal façades of new construction should reflect and maintain neighborhood patterns. Across the width if a façade, rhythm and patterns typically include the number of bays and the location and spacing between doors, windows, shutters and blinds.

There are also vertical components of rhythm and pattern. These include to the distance of the first floor or porch above ground level, building floor-to-floor heights, cornice heights, and the distance between rows of windows. In some instances, where the proposed use and scale of a new building prevents maintaining rhythms and patterns, the property owner is encouraged to incorporate detailing to suggest them such as pilasters that give the impression of bays or multiple buildings.

It is Generally Appropriate to…

- Construct a new building whose façade height and width proportions are similar to existing adjacent buildings
- Use similar proportions, sizes, locations and numbers of windows and doors as adjacent sites
- Install stylistically compatible windows and doors at new construction with those found on existing neighboring buildings



The 6-story building to the left has a rectilinear window pattern that is compatible with its neighbors. The right building has a glass façade with a diagonal mullion pattern which is incompatible with adjacent buildings.

It is Generally Inappropriate to…

- Construct a building that does not maintain the proportions and patterns of windows and doors as adjacent sites
- Install window or door types that are incompatible with the surrounding local Historic District or setting

Simplified detailing that complements neighboring historic trim and details is often appropriate.

Trim and Details

Trim and details include the moldings, decorative elements and features of a building that are secondary to major surfaces such as walls and roofs. Historically, trim and details were often installed to serve functional needs. Over time, they were later modified to enhance the building type and style. Trim is not only decorative, but it often serves to infill or provide a transition between different materials or building elements such as walls and windows.

Functional and decorative detail elements include cornices, lintels, arches, balustrades, chimneys, shutters, columns, posts and other common architectural features. For example, louvered shutters visually frame a window or door opening and provide security and can regulate light and air when closed. By contrast, shutters screwed into a building wall do not serve a functional purpose.

In most cases, the exterior details and forms of new construction should provide a visual link to neighboring historic buildings. In the same way that new buildings should be compatible but not necessarily copy historic buildings, new details should be compatible but not necessarily copy historic trim and details. However, existing details and trim on other buildings may be used as the basis for those on new buildings.

The trim and details of new construction should be used to accomplish purposes similar to those used historically, both functionally and decoratively. When installed, trim and details should create a unifying effect on a building and should be compatible with the context of the neighborhood.

It is Generally Appropriate to…

- Construct a new building with details and trim that complements historic neighboring trim and details
- Install trim and details appropriately scaled to the building type and style
- Install detail that is functional with a high level of craftsmanship rather than simply applied decoration

It is Generally Inappropriate to…

- Copy historic trim and details exactly unless duplicating a historic building
- Apply details and trim that are stylistically incompatible with the new building

Materials

The materials used in the construction of a new building for walls, sloped roofs, windows, doors, trim, porches, galleries, balconies and other exterior visible elements contribute to a building's character and appearance. Typically, materials for new construction should match those predominantly found on surrounding buildings. However, materials need not be identical to those found in a local Historic District if they are complementary, particularly along streets where existing buildings are of diverse materials.

Inappropriate materials include those which unsuccessfully pretend to be something they are not, such as plastic "bricks" and aluminum or vinyl "weatherboards." All are imitations which fail to produce the texture, proportions and colors of the real materials. It is important to note that the size, texture, color and other characteristics of exterior materials can be as important as the material itself.

It is Generally Appropriate to…

- Use exterior materials that are present in adjacent neighboring historic buildings in new construction

It is Generally Inappropriate to…

- Install a material where it is historically and stylistically incompatible
- Install building materials that do not exist in the surrounding area

Corrugated metal, often used for garage doors in the Warehouse District, was used for the wall material at this new building.

This is an example of a new building in a commercial corridor that utilizes traditional siting, proportion, scale, form, materials, fenestration, roof configuration, details, finishes and landscaping.

NEW CONSTRUCTION GUIDE

THE HDLC REQUIRES:

- The preservation of the cohesive ambiance of the local Historic District through compatible, sympathetic construction
- Compatible siting, proportion, scale, form, materials, fenestration, roof configuration, details and finishes
- Maintaining the appropriate historic contextual setting within the surrounding neighborhood
- Use of materials and techniques that are compatible with the surrounding neighborhood

THE HDLC RECOMMENDS:

- Consultation with the HDLC Staff early in the planning stages of a new construction project
- Review of related sections of the *Design Guidelines* to better understand the historic context and appropriate design and materials of each District
- Identification, retention and preservation of all character defining features of the historic site

New Construction Review

Construct a new primary building or structure

HDLC Commission review.

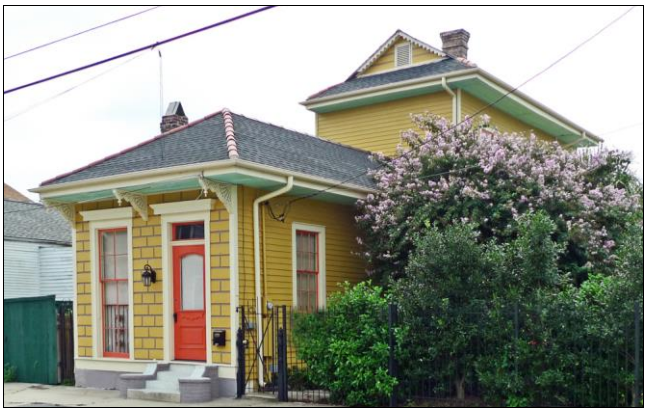
New construction should be compatible and sympathetic to the surrounding neighborhood.

Additions on Top of Existing Buildings

Since many buildings in New Orleans were historically built at or close to their property lines, it is often not possible to expand a building's footprint. As a result, many property owners hope to add new space on top of existing buildings. The two types of additions on top of an existing building are rooftop additions and camelbacks.

- **Rooftop Addition:** A rooftop addition is defined as any new construction on top of an existing rooftop for occupied or unoccupied space, and includes full-floor additions
- **Camelback:** Traditionally designed additions on wood frame shotgun or double shotgun buildings

Traditionally designed camelbacks at wood framed shotgun buildings are not subject to the review requirements for rooftop additions, however, they must be compatible with the existing building. (Refer to *Principles for Additions* on *Page 12-14*.)



Camelback additions are typically found on wood-framed single and double shotguns.

Rooftop Additions Submittal Requirements:

In addition to the submission requirements identified in the *New Construction and Addition Review* (*Page 12-2*), the following information is required for all applications for Rooftop Additions:

- Dimensioned elevations and plans showing the proposed rooftop addition on the existing building
- Sight-line studies, either photographs or drawings, illustrating the massing of the proposed addition and visibility from 1,000 feet on public rights-of-way in all directions, and showing not only the impact on the subject building, but also on the adjacent buildings and local Historic District as a whole
- A scaled massing model of the addition on the existing building that includes adjacent buildings
- A section through the building to the boundary of the property on the other side of the street

Rooftop Additions

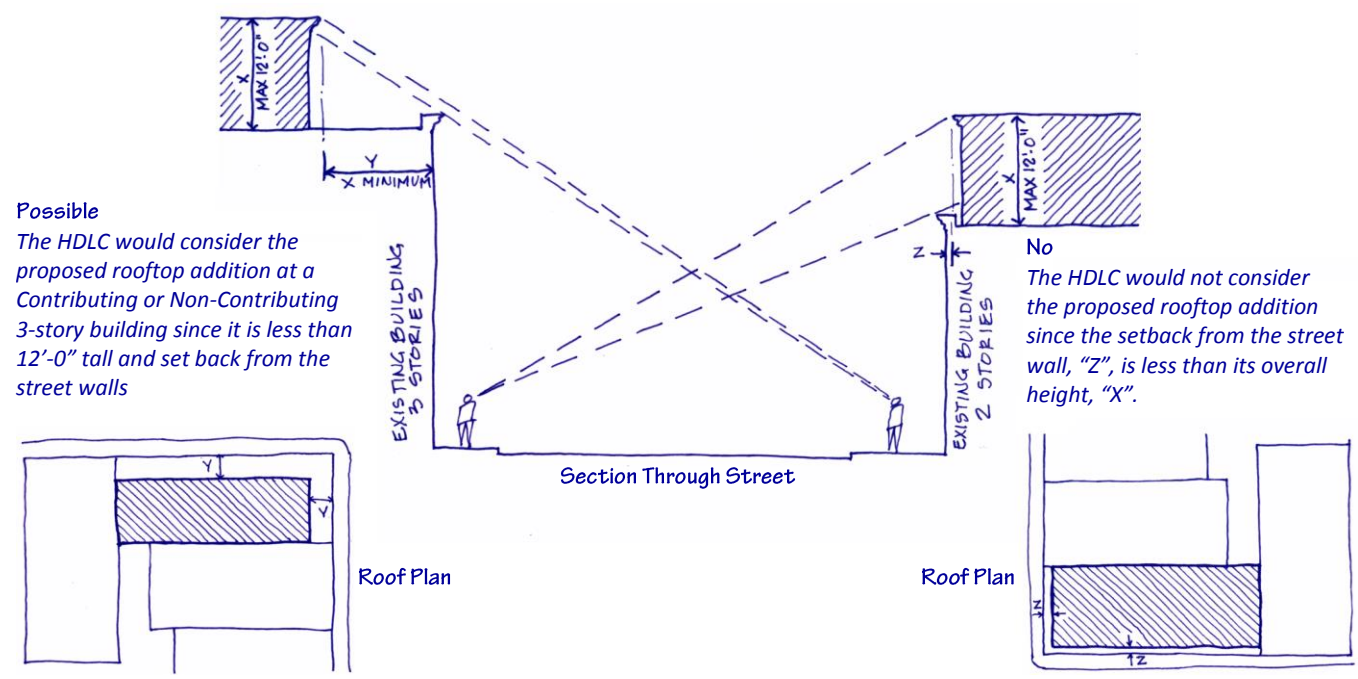
Rooftop additions are often proposed as a way to increase the square footage and floor area ratio of existing buildings in New Orleans. This method of adding space to buildings has predominantly occurred in the Central Business District (CBD) since the early 1980s, where conversions from commercial and warehouse buildings to residential uses are common.

The HDLC now receives requests for rooftop additions outside of the CBD on buildings of different styles and uses, and in predominantly residential neighborhoods. The HDLC believes it is important that the historic integrity of these structures and areas be maintained. It is equally important that additions, when appropriate and permitted, contribute to the character of the area and respect the design and context of the building and its streetscape.

When reviewing rooftop additions, the HDLC considers all applications on a case by case basis. An approved rooftop addition at one location should not be considered as a precedent or be construed to mean that new proposals will automatically be approved. Factors considered by the HDLC in its review include:

- The significance of the building or site;
- The location of the building and site;
- The height of the existing building, the proposed addition and surrounding buildings;
- The visibility of the proposed addition; and
- The architectural treatment of the proposed addition and its compatibility with the existing building – It should not be obtrusive or detract from the architecture of the existing building or the surrounding local Historic District, streetscape or adjacent buildings.

Rooftop additions should be set back from street walls and minimally visible by pedestrians.



Rooftop additions must be set back from the street walls of the existing building by a minimum of the proposed height of the addition, (i.e. 12'-0" high rooftop addition must be set back from the street wall a minimum of 12'-0".) The HDLC discourages rooftop additions on buildings less than 3 full stories in height, since their visibility from the street tends to be much greater.

Design Standards for Rooftop Additions

If allowable by the Comprehensive Zoning Ordinance and appropriate at the specific site, the HDLC uses specific design standards to review proposals for rooftop additions. The HDLC:

- Strives to make all rooftop additions, elevator and mechanical equipment, and furnishings as unobtrusive or minimally visible from the public way as possible
- Limits the overall height of rooftop additions, including framing and parapet, to 12'-0" above the lowest surface of the existing roof, except for code-required components, such as elevator overrides
- Requires that rooftop additions be set back from the street façades of the building by a minimum of the overall height of the proposed addition, (i.e. a 12'-0" high rooftop addition should be set back from the street wall a minimum of 12'-0")
- Requires that rooftop additions incorporate elevator equipment, mechanical equipment and HVAC equipment within the single story, allowable rooftop addition footprint
- Requires that all furnishings including railings, screens, planters, plants and permanent rooftop furnishings taller than the closest parapet be setback from the street wall(s) a minimum of the height of the proposed furnishing from the lowest roof surface

Rooftop Addition Review

Construct a rooftop addition

S C N HDLC Commission review.

Rooftop Additions

In limited circumstances the Commission will consider proposals for rooftop additions that do not conform to these *Guidelines* at Contributing and Non-Contributing buildings; however excellence in design and the architectural character of the existing building will be strong factors in the review.

The HDLC Requires:

- Rooftop additions to comply with the Comprehensive Zoning Ordinance, and shall not require the granting of a variance for height limits or floor area ratios

The HDLC discourages:

- Rooftop additions on Contributing buildings
- Rooftop additions on buildings of less than 3 full stories in height

The HDLC prohibits:

- Rooftop additions on buildings originally constructed as residential buildings
- Rooftop additions on Significant buildings
- Rooftop additions on a roof with a pitch greater than 3" vertically in 12" horizontally and an existing parapet less than 18" in height
- Roof additions greater than 1-story and 12'-0" in height with roof forms other than flat roofs

A 1-story addition has been added to the rear of this 2-story building. The scale, proportions, roof form, materials, window and shutter details are compatible to the historic building.

Additions Expanding the Footprint of Existing Buildings

With the exception of camelbacks, most residential additions expand the footprint of an existing building by constructing more space at the rear or side of an existing building. If appropriately designed, additions to existing buildings can provide increased space while maintaining the historic character of the original building and streetscape. In conformance with *The Secretary of the Interior's Standards for Rehabilitation*, an addition to a historic building should be subordinate to the historic building and read clearly as an addition. The subordinate appearance of an addition can be achieved through its scale, form, massing, materials and details.

Additions to existing properties should not obscure damage or destroy significant architectural material and should be compatible with the design of the property, as well as the neighborhood. Whenever possible, additions should be constructed in a manner that, if removed in the future, the essential form and integrity of the existing building would be intact.

When constructing additions to existing buildings, property owners are encouraged to consider the integrity of the existing building and its historic significance. Similar to the principles for new construction, additions should not duplicate historic building details, but should be visually compatible.

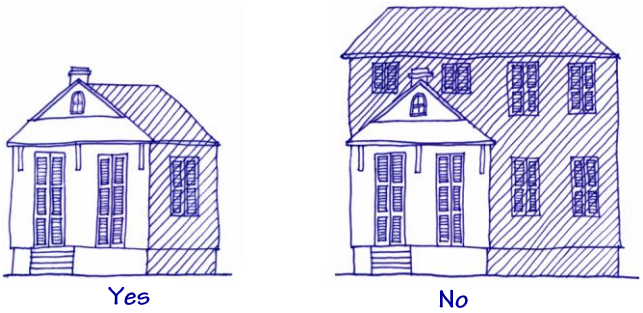
Principles for Additions

Scale: Height and Width

Additions to existing buildings should generally be smaller than the original building with similar floor-to-floor and first floor heights.

It is Generally Appropriate to…

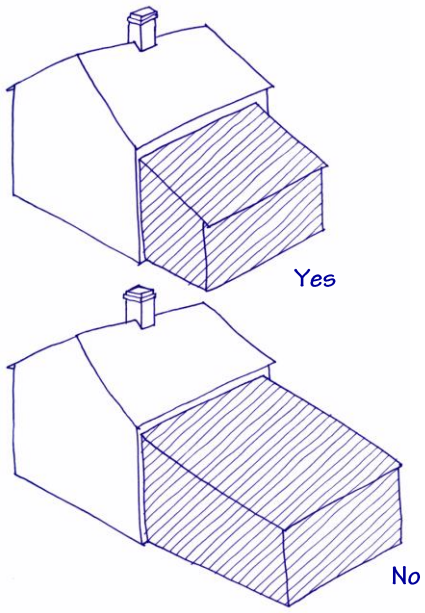
- Construct an addition that is smaller or similar in scale to the existing building or those on adjacent sites
- Construct an addition larger than adjacent buildings by breaking the building mass, dividing its height or width to conform with adjacent buildings
- Construct taller masses of the buildings away from the street and adjacent buildings, such as camelbacks



The addition at the left example is more in keeping with the scale of the existing residence. In the right example, the addition overwhelms the existing residence.

It is Generally Inappropriate to…

- Construct an addition that appears larger, wider, taller, shorter, or bulkier than the existing or surrounding buildings
- Construct an addition that does not maintain or suggest the widths and/or heights of existing or adjacent buildings



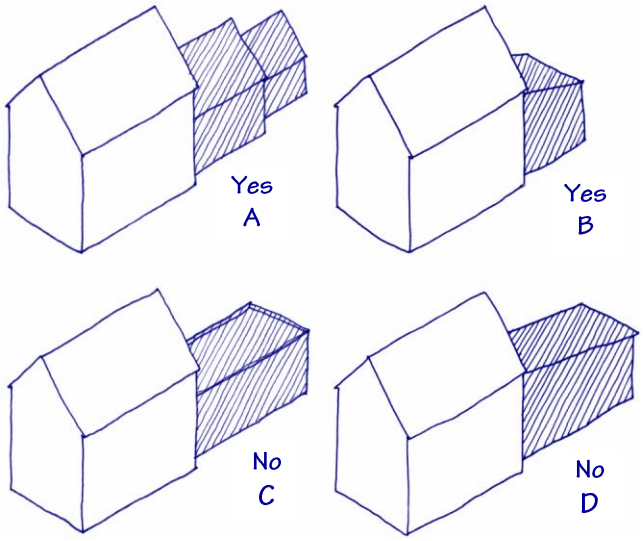
When adding a shed roof addition, the roof slope should be similar to the main roof slope. Long shed roof additions with shallow roof slopes are generally not appropriate.

Building Form and Massing

Building form refers to the shape of major volumes while massing refers to the overall composition of the major volumes. The form and massing of additions should complement, but not necessarily match the original building. For example, it is often appropriate to construct an addition that is smaller with gable roof form at the rear of an existing gable roof building.

It is Generally Appropriate to…

- Construct an addition with similar form and massing to the existing building and buildings on adjacent sites
- Construct roof forms, wings, ells and bays and other projecting elements that are similar to those found on the existing building and the block of the proposed building



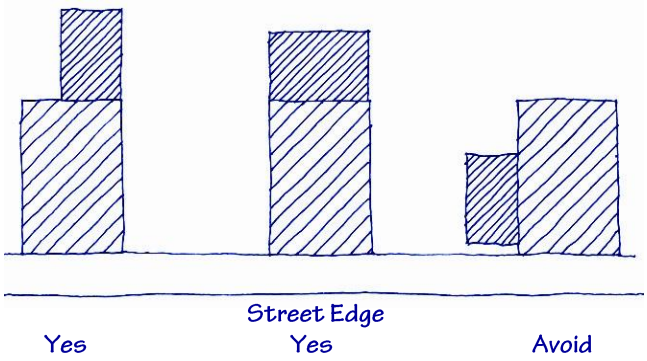
Example A: *The two gable roof additions with decreasing roof heights and widths shown in the upper example represent an appropriate composition with regard to form, mass and proportions to the original gable roof building. Additions similar to this with decreasing geometry are typical of historic construction.* ***Example B:*** *The small shed roof addition is appropriate in some locations.* ***Examples C and D:*** *The flat roofed addition and long shed roof additions are an inappropriate form for the original gable roof building. The length of the single mass visually competes with the original building.*

It is Generally Inappropriate to…

- Construct an addition whose form and massing are not found in New Orleans, the immediate vicinity of the project site, or at the site

ZONING REQUIREMENTS

Proposed additions must comply with all requirements of the Comprehensive Zoning Ordinance including site coverage, height and setbacks.



The visibility of the left and middle additions would be limited from the sidewalk and the street. The addition to the right is very visible from the sidewalk and street and should be avoided.

Setback

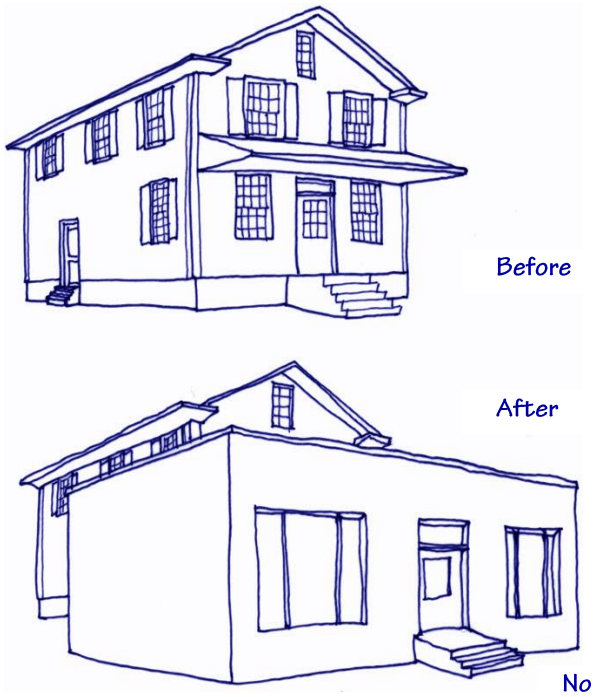
Additions should be positioned to have the least visible impact from the street, with additions at front façades generally prohibited and rear additions generally most appropriate. Additions at side elevations are rarely appropriate, and if proposed they should be held back as far as possible from the street.

It is Generally Appropriate to…

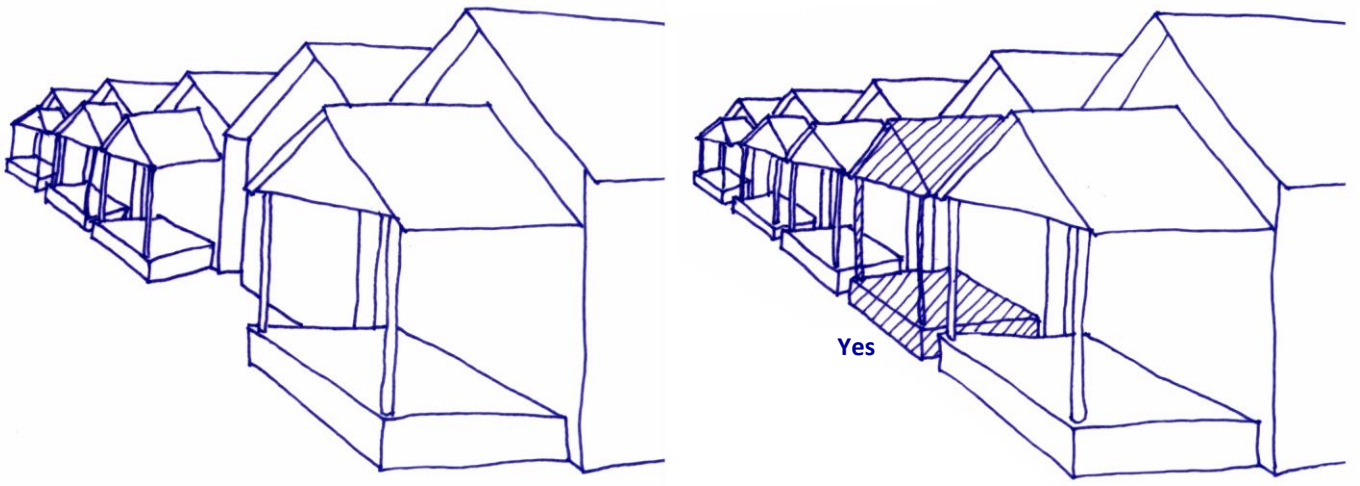
- Construct the addition at the rear of the building or at the side elevation as far back on the site as possible
- Use landscape elements, such as walls and fences to visually screen the addition

It is Generally Inappropriate to…

- Construct an addition at the front elevation of a building



New additions at the front elevations of existing buildings are generally inappropriate.



The HDLC encourage the reconstruction of removed porches in a manner that is compatible in size and scale to the building and streetscape on which it is being proposed.

Orientation

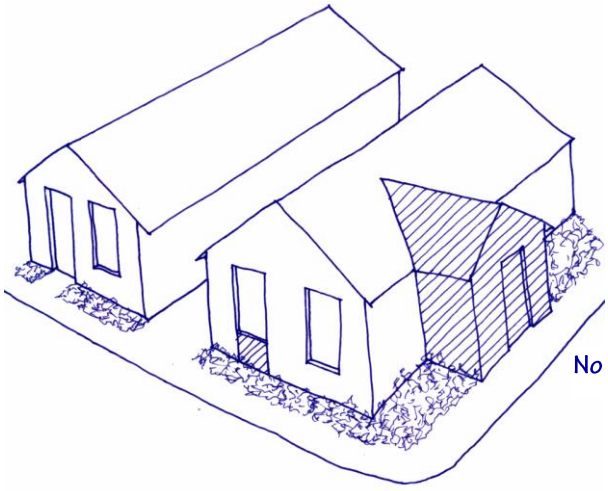
The principal façade of a building should be oriented in the same direction as the majority of the buildings on the streetscape. When adding to an existing building, the addition should be located, planned and detailed so as to not confuse the dominant historic orientation of the original building. The addition should not have the effect of creating a new primary façade. It should not be visually dominant, and it should be screened from the public right-of-way as much as possible.

It is Generally Appropriate to…

- Maintain the visual prominence of the historic front door

It is Generally Inappropriate to…

- Orient the primary façade or principal elevation of a building on non-street elevations including parking lots
- Change a building's orientation



The proposed changes to the building at the right are inappropriate since they relocate the entrance door to the side elevation and eliminate the front door from the original building.

Architectural Elements and Projections

Throughout New Orleans' neighborhoods, the rhythm of the streetscapes is highlighted by the projection of porches, galleries and balconies to relieve otherwise flat façades; as well as chimneys, dormers and parapets projecting from the roof that contribute to its overall shape and silhouette. However, it is generally not appropriate to add a new architectural element or projection to a building's street elevation; unless there is evidence that it previously existed or is common for the particular type or style. New architectural elements and projections are generally more appropriate at rear elevations or towards the rear of non-street elevations.

It is Generally Appropriate to…

- Replace a missing architectural element or projection designed and detailed similar to those found at neighboring buildings
- Install compatible simplified detailing at new architectural elements or projections, particularly if located at a side or rear elevation

It is Generally Inappropriate to…

- Construct a new "historicized" architectural element at a building that historically would not have included one
- Construct a porch, gallery, balcony, parapet or dormer at a building type or style which typically would not have included one or in a configuration or location where they are not appropriate for the building type

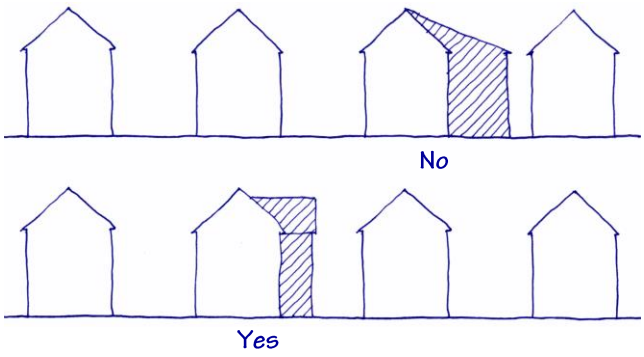
ADDITIONAL *GUIDELINES*

Applicants are strongly encouraged to consult the following *Guidelines* for additional information about architectural elements and projections:

- *Guidelines for Porches, Galleries and Balconies*
- *Guidelines for Roofing*

Alignment, Rhythm and Spacing

Although the architecture of New Orleans is characterized by great variety in its neighborhoods, within each block there tends to be consistency in the proportions of the façades and spacing of buildings. The consistent spacing establishes a rhythm which is historically prevalent and should apply to additions to existing buildings. The construction of an addition should not make an existing building appear substantially wider or closer to its neighbors than the patterns of existing buildings on the streetscape.



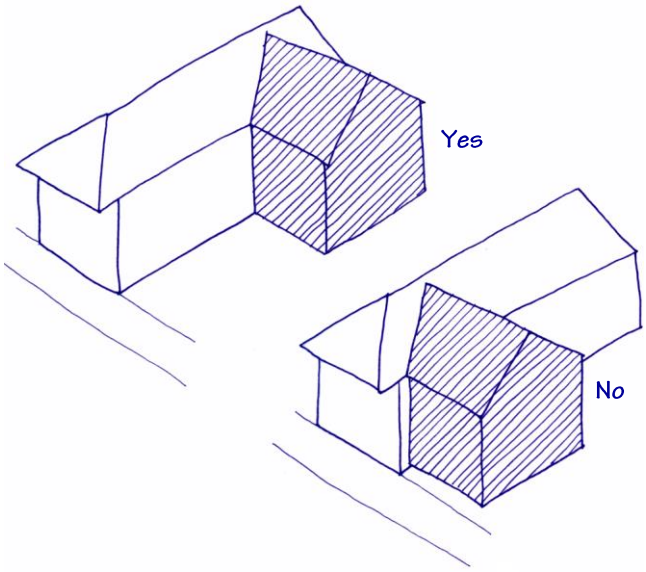
The top addition almost doubles the width of the house and is inappropriate. The lower addition is more modest and in keeping with the existing building spacing.

It is Generally Appropriate to…

- Construct additions in a manner that does not significantly alter the visual alignment, rhythm and spacing of buildings along a streetscape

It is Generally Inappropriate to…

- Significantly increase the apparent visual size of a building on a property from the public right-of-way
- Construct an addition to a building that alters the visual rhythm and spacing along a streetscape



Additions should be set as far back from the street as possible to minimize their impact on apparent spacing.

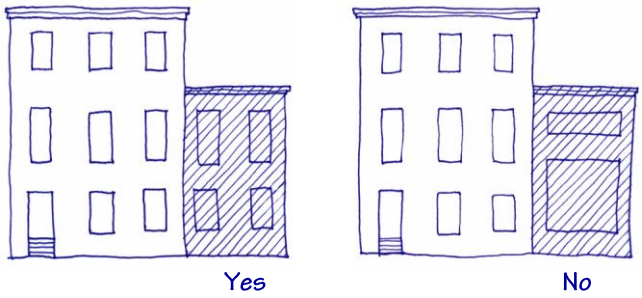
Façade Proportions; Window and Door Patterns

The rhythm and patterns of principal façades of an addition should reflect that of the original building. Rhythm and patterns across the width of a façade typically include the number of bays and the location and spacing between doors and windows. Vertical considerations for rhythm and patterns include floor-to-floor heights, first floor and porch heights above the ground, cornice heights, and the vertical distance between rows of windows and windows and cornices. In some instances, where the proposed use and scale of an addition prevents maintaining rhythms and patterns, the property owner is encouraged to incorporate detailing to suggest them such as pilasters that give the impression of bays or multiple buildings.

Windows and doors on additions should be of similar size, shape, design, proportion, spacing and placement to those in the existing building. Windows should be proportionally and functionally similar, and have comparable muntin or grid patterns as the existing building. Doors should reflect the original type and the proportions of windows and panels should be similar.

It is Generally Appropriate to…

- Construct an addition whose façade height and width are compatible to the existing building and adjacent sites
- Use similar proportions, sizes and locations of windows, doors and shutters as found on the existing building and adjacent sites



The proportions of the windows of the left addition are consistent with those found at the original building. By contrast, the windows of the right addition are much wider with the first floor window being significantly taller and the second floor much shorter.

It is Generally Inappropriate to…

- Construct an addition that does not maintain the proportions and patterns of windows and doors as the existing building
- Install window or door types that are incompatible with the existing building
- Install large picture windows in residential buildings where they did not previously exist

Trim and details at additions are often simpler than those at the main historic building. In this example, the rear addition has a simple rake board following the slope of the eave, but exposed rafter tails similar to the historic portion of the house.

Trim and Details

In the same way that form and mass of an addition should be compatible but not necessarily copy historic buildings, new details should be compatible but not necessarily copy historic trim and details. Existing details and trim may be used as the basis for those on additions and be simplified to provide compatibility without requiring duplication of historic features. Using similar forms such as those found at parapets, rooflines, windows, doors, trim, porches, balconies, galleries and other façade elements can help establish continuity and compatibility within a building, block and the historic setting as a whole.

Detail and trim should be used to accomplish purposes similar to those used historically. Examples of functional and decorative elements include cornices, lintels, arches, balustrades, chimneys, shutters, columns, posts and other common details. When used, details and trim should create a unifying effect on a building and should be compatible with the context of the neighborhood.

It is Generally Appropriate to…

- Construct an addition with details and trim that complements historic neighboring trim and details
- Install detail that is functional with a high level of craftsmanship rather than simply applied decoration

It is Generally Inappropriate to…

- Apply details and trim that are stylistically incompatible to the existing building or addition
- Apply high style ornament to lesser additions

Materials

The materials used in the construction of a new building for walls, sloped roofs, windows, doors, trim, porches, galleries, balconies and other exterior visible elements contribute to a building's character and appearance. Typically, materials for an addition should match or complement the materials found on the existing building. However, there are times when this is not economically feasible or practical. In these cases, it is appropriate to alter materials on additions, as long as the material is a "lesser" material than the original construction. This would include adding a wood weatherboard or stucco addition to a stone or brick building; however, it is not appropriate to construct a brick addition onto a wood weatherboard building.

Inappropriate materials include those which unsuccessfully pretend to be something they are not, such as plastic "bricks," aluminum or vinyl "weatherboards," or synthetic stucco and EFIS. All are imitations which fail to produce the texture, proportions and colors of the real materials. It is important to note that the size, texture, color and other characteristics of exterior materials can be as important as its composition.

The left wall of this wood framed house has been covered with brick veneer. The addition to the right has been covered with vinyl siding. Both are inappropriate materials and should not be utilized in historic buildings.

It is Generally Appropriate to…

- Use exterior materials for an addition that are present in the existing building
- Install materials that are compatible with each other and will not chemically react with existing materials – (Refer to specific *Guidelines* sections for more information)

It is Generally Inappropriate to…

- Install a material at an addition where it is historically and stylistically incompatible to the building and streetscape
- Install synthetic materials that pretend to be something they are not

The additions to this corner building allowed the historic building to remain and be adapted for a new use..

ADDITIONS GUIDE

THE HDLC REQUIRES:

- Preservation of the cohesive ambiance of historic buildings and neighborhoods with compatible, sympathetic construction
- Compatible siting, proportion, scale, form, materials, fenestration, roof configuration, details and finishes at all additions
- Construction of additions at secondary elevations wherever possible, subordinate to the historic building, and compatible with the design of the property and surrounding neighborhood
- Construction of additions so that historic building fabric is not radically changed, obscured, damaged or destroyed

THE HDLC RECOMMENDS:

- Review of related *Design Guidelines* to better understand the historic context and appropriate design and materials
- Consultation with the HDLC Staff early in the planning stages of a project
- Identification, retention and preservation of the character defining features of the existing building
- Minimal alteration to the original design, materials and features
- New design elements and scale that are compatible with the historic building and setting
- Use of materials and techniques that are compatible to the historic building and setting
- Maintaining the appropriate historic contextual setting

Addition Review

Construct an addition to building or structure over 500 square feet

S **C** **N** HDLC Commission review.

Construct an addition to building or structure under 500 square feet

S Commission review.

C **N** HDLC Staff review.

Additions in commercial corridors often expand the building footprint. In this case, the addition to the right is sympathetic to the historic building without duplicating it.

Secondary buildings can contribute to the streetscape.

Secondary Buildings and Structures

Many properties in New Orleans include more than a principal building. In most instances, secondary buildings, structures and landscape features are also present and contribute significantly to the overall property, setting and historic context. (Refer to the *Guidelines for Site Elements* for regarding landscape features.) Secondary buildings or structures in the City of New Orleans most typically include but are not limited to service or accessory quarters, sheds and garages.

Secondary buildings and structures can contribute significantly to our understanding of New Orleans' history and character. Although most of the City's secondary buildings were designed to be utilitarian, in many cases buildings associated with residences, such as service or accessory quarters and garages, were constructed to be complementary to the property's principal building. These similarities can include the building form, materials and simplified detailing.

In general, a secondary building or structure is historically or architecturally significant if it was:

- Constructed at the same time as the principal building on the site
- Constructed after the principal building on the site but was used for a significant function
- Representative of an important architectural design or construction method
- Associated with an important event or person related to the property
- Built incorporating distinctive characteristics of form, style, materials or detailing or shares those characteristics with other buildings on the site

The HDLC reviews the alteration, construction or demolition of any secondary building or structure that is completely or partially visible from a public right-of-way.

Demolition of Secondary Buildings and Structures

In some instances, secondary buildings can become functionally obsolete on a property, such as service quarters. Before considering demolition of Significant or Contributing secondary buildings, it is recommended that alternative uses that maintain the historic character be explored. Service quarters have successfully been converted into additional living space or can be used for storage. In addition, secondary buildings can be relocated on a property or to new sites within New Orleans.

There are some cases in which contemporary secondary buildings are not compatible with the historic property or local Historic District and are not appropriate, such as some pre-manufactured metal garages or garden sheds. If demolition of non-compatible secondary buildings is considered, it is recommended that it be conducted as sensitively as possible. (Refer to *Demolition*, *Page 12-23.)*

Because significant and historic secondary buildings and structures can contribute to the overall property, historic setting and streetscape, demolition or removal from the site is strongly discouraged and should be avoided. **The demolition or relocation of Significant secondary buildings and structures is not permitted. The demolition of Contributing secondary buildings is considered on a case by case basis. In instances where there is no alternative to demolition, the HDLC will consider the relocation of Contributing secondary buildings and structures.** (Refer to the *Relocation of Buildings and Structures, Page 12-22*.) The HDLC Executive Director may approve the demolition of Non Contributing secondary buildings under 1,000 square feet provided the demolition is deemed appropriate.

The secondary building to the rear is used as a residence.

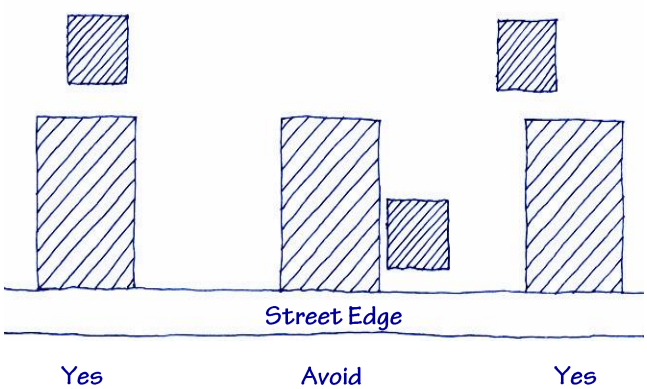
Ratings of Secondary Buildings and Structures

To obtain the rating of a secondary building or structure, contact the HDLC at (504) 658-7040.

New secondary buildings should be complementary to existing historic buildings and the streetscape. This carport has a louvered side wall and roof structure with exposed rafter tails that resemble a neighborhood building.

New Secondary Buildings and Structures

Similar to additions, secondary buildings and structures should be subordinate to and visually compatible with the primary building without compromising its historic character. Although the types and locations of these features can be limited by zoning and other requirements, ideally, the secondary building or structure should be located so it is not visible from the street, and if that is not possible, so that the visibility is limited. Please contact the Department of Safety and Permits to determine the allowable location, footprint, height and applicable regulations for proposed secondary buildings and structures prior submitting a design to the HDLC.



The visibility of the secondary buildings or structures at the right and left is limited from the roadway. The secondary building or structure in the middle example is very visible from the roadway and should be avoided.

Secondary Buildings and Structures

The HDLC recommends:

- Maintaining historically and architecturally significant secondary buildings and structures as carefully as principal buildings
- Designing new secondary buildings and structures to complement the period and style of the principal building and other buildings on the site; this includes using similar form, materials, colors and simplified detailing
- Locating secondary buildings and structures, including garages, carports, storage buildings, sheds, animal shelters and pool houses at the rear of the main building and away from the principal entrance or street elevation
- Construction of new secondary buildings in a manner that does not damage other resources on the site including archaeological resources
- Adapting functionally obsolete buildings for new uses such as converting a service building into additional living space

The HDLC discourages:

- Construction of new secondary buildings or structures in locations that are highly visible from public thoroughfares when less prominent locations are available
- Pre-manufactured or metal sheds, carports and outbuildings
- Demolition of Contributing secondary buildings and structures

The HDLC does not permit:

- Demolition of Significant secondary buildings and structures

New Secondary Building and Structure Review

Construct a new secondary building or structure over 500 square feet

Commission review.

Construct a new secondary building or structure under 500 square feet

HDLC Staff review.

Allowable Secondary Buildings and Structures

Prior to submission to the HDLC, please contact the Department of Safety and Permits to discuss the allowable location, footprint, height and applicable regulations for proposed secondary buildings and structures.

These Side Gallery Shotgun residences have been saved from demolition and moved to a new location. The entrance porches and roofs will be restored to prepare the homes for new families.

Relocation of Buildings and Structures

The location and siting of buildings within the boundaries of a local Historic District are essential to the character of the neighborhood. The HDLC encourages the maintenance and preservation of buildings in their original location; however, they recognize that in rare cases the relocation of a building may be necessary.

The HDLC rarely considers the relocation of buildings or structures within a local Historic District or on a Landmark site to be an appropriate option.

The HDLC reviews all applications for the relocation of any building or structure located within the boundaries of a local Historic District as well as at nominated or designated Landmark properties. When reviewing applications for building or structure relocations, the HDLC uses the following criteria in its evaluations:

- The historic or architectural significance of the building or structure as designated by its "rating";
- The alternatives to relocation that have been evaluated and explored by the applicant;
- The importance of the building or structure to the tout ensemble of the area;
- The special character and aesthetic interest that the building or structure adds to the local Historic District or Landmark site;
- The future utilization of the existing site; and
- The appropriateness and setting of the proposed site.

When it has been determined that retaining a historic building at its original site is not feasible and all other alternatives have been explored, relocation can be considered. If relocating a building, the HDLC encourages applicants to replicate significant elements of the historic setting at the new site. Should the HDLC choose to allow the relocation of a building outside of a local Historic District, that building shall be nominated for Landmark study and remain under the jurisdiction of the HDLC at its new site.

The HDLC prohibits the relocation of Significant buildings. Applications for the relocation of Contributing buildings will be reviewed by the Commission on a case by case basis. The only instances in which the HDLC Staff can approve relocation applications are when:

- It is a Non-Contributing building or structure which is less than 1,000 square feet in area and the relocation is approved by the Executive Director of the HDLC

Archaeological Resources & Excavation

In general, formal archaeological investigation is not required unless a project involves state or federal funding, however it is recommended that property owners with known sites leave those sites undisturbed until the site may be professionally uncovered and recorded. Please contact the Louisiana Division of Archaeology at the Historic Preservation Office for additional information.

DEMOLITION

The demolition of all or portions of historic resources within a local Historic District or Landmark site are considered drastic actions, since they alter the character of the area. Once historic resources or buildings that contribute to the heritage of the community are destroyed, it is generally impossible to reproduce their design, texture, materials, details and their special character and interest in the neighborhood.

As a result, the HDLC rarely considers the demolition of Significant or Contributing buildings or structures within a local Historic District or on a Landmark site to be an appropriate option.

When reviewing demolition applications at properties located within a Historic District or at a Landmark site, the HDLC uses the following criteria in its evaluations:

- The historic or architectural significance of the building or structure as designated by its "rating";
- The importance of the building or structure to the tout ensemble of the area;
- The alternatives to demolition that have been evaluated and explored by the applicant;
- The special character and aesthetic interest that the building or structure adds to the local Historic District or Landmark site;
- The difficulty or impossibility of reproducing such a building or structure because of its design, texture, material or detail;
- The condition of the building or structure;
- The future utilization of the site; and
- The proposed mitigation measures such as, but not limited to, fencing, landscaping and maintenance contracts.

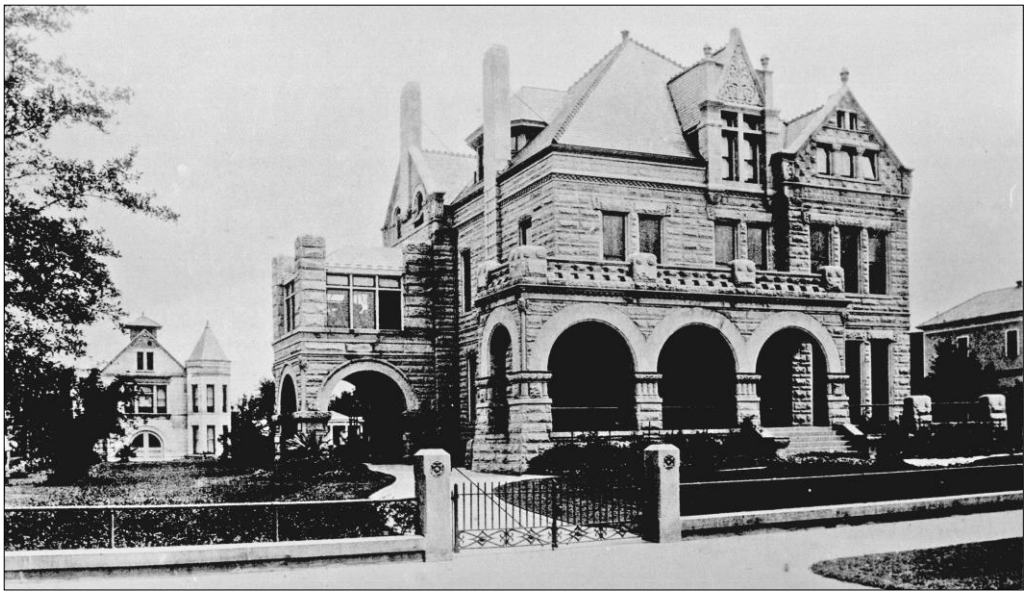
If the proposed demolition involves only a portion of a building or structure or if there are multiple buildings on a site, demolition applications must include a site plan that clearly shows the area proposed for demolition. The application should include details for the stabilization and protection of the remaining portion of a building or structure for partial demolition proposals. The HDLC may also require photographs or drawings of the existing building or structure as part of the application. If the applicant believes the building is structurally unsound or a hazard, they are encouraged to provide documentation of the unsound conditions prepared by a licensed structural engineer or architect. The only instances in which the HDLC Staff can approve demolition applications are when:

- The HDLC's Building Inspector indicates the building, monument or structure is in a state of imminent danger of collapse; or
- It is a Non-Contributing building or structure which is less than 1,000 square feet in area and its demolition is approved by the Executive Director of the HDLC.

All demolition Applications that do not meet the criteria for Staff review will be considered by the Commission at a public hearing. After initial review, the Commission typically requires demolition applications to lie over for 30 days. This allows further investigation by Staff and the Building Inspector, particularly as to the historic importance and current condition of the resource, and provides an opportunity for public comment.

The Commission strongly encourages the submission of redevelopment plans concurrently with Demolition Applications.

If the Commission votes in favor of a proposed demolition, a Certificate of Appropriateness (CofA) will be issued for the work after all conditions of the Commission's approval have been met. No work may begin on a proposed demolition until a CofA has been issued by the Staff and the applicant has obtained all other necessary permits from the applicable City agencies including the Department of Safety and Permits.



HDLC File Photograph

The Isidore Newman House, constructed in 1890, designed by Thomas Sully, was demolished in 1972. Its demolition galvanized the organization of what is now known as the St. Charles Avenue Association, and the push for preservation ordinances to protect historic districts.

Relocation of Buildings and Structures

The HDLC requires:

- Detailed drawings for the redevelopment of the land to be cleared
- A site plan for the future site of the building or structure including all proposed site features such as fencing, walls, steps, walkways, driveways, parking and signage

The HDLC recommends:

- Selecting a site with similar characteristics as the original site
- Locating the building in a similar setting as the original site including orientation and distance from the roadway, and proximity to side yard setbacks, trees and other landscape features
- Relocating related resources and landscape features such as secondary buildings and structures, walls, fences, walkways, etc. to the new site to re-establish original relationships

The HDLC discourages:

- Relocation of Contributing buildings or structures
- Altering the historic spatial relationship between the relocated building and its surrounding features

The HDLC prohibits:

- Relocation of Significant buildings or structures

Demolition of Buildings and Structures

The HDLC recommends:

- Evaluating the significance of the historic resources
- Exhausting all attempts to reuse a historic resource prior to considering demolition including:
  - Stabilization, weatherproofing and securing
  - Sale or transfer of property
  - Renovation or adaptive reuse
- Donation of salvageable materials such as windows, doors, hardware, shutters, bricks, and siding to an architectural salvage company for use in other projects rather than disposal in landfills

Demolition by Neglect and Hardship

Refer to *Guidelines Introduction, Pages 01-12 and 01-13* for *Demolition by Neglect* and *Hardship Variances*.

HDLC File Photograph

With the demolition of the St. Charles Hotel, New Orleans lost one of its most famous landmarks.

Building or Structure Relocation or Demolition Review
Demolish a building or structure that is in imminent danger of collapse **S** **C** **N** HDLC Staff review.
Relocate or demolish a building, structure or addition over 1,000 square feet **S** **C** **N** Commission review.
Relocate or demolish a building, structure, or addition under 1,000 square feet **S** **C** Commission review. **N** HDLC Staff review.

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